

# MIDB/BUSINESS OBJECTS ACCESS REQUEST FINANCIAL UNIVERSES

## A. REQUESTER INFORMATION

1. Employee Name (Last, First, Initial)		2. Employee ID
3. FACS Agency	4. Work Address	
5. Telephone Number	6. E-mail Address	

## B. REQUESTED UNIVERSES

- "All universes are composed of information subject to the definition of "public record" under section 2(e)(i) and (ii), MCL 15.232(e)(i) and (ii) of the Freedom of Information Act, MCL 15.231 et seq."
- The requester must indicate, and the Agency Security Administrator must verify, the requested access.
- Most Financial Access** includes all agencies with the exception of the Executive Office, Legislative and Judicial agencies.
- Statewide Access** includes all agencies.
- Choose either Most or Statewide access. Choices are mutually exclusive.

<b>Required Approval</b>		
CFO	<b>Most Financial Access</b>	
CFO & OFM	<b>Statewide Financial Access</b>	
Financial Access includes access to all of the universes listed below:		
Fin Accounting Event Current/Prior Fin Accounting Event All FYs Fin Accounting Event Year End Daily Fin AE Summary Fin Agency Allocation Fin Agency Budget	Fin Appropriation Fin Appropriation Year-End Daily Fin Cash Control Fin Fleet (Agency restricted for Most) Fin General Ledger Fin General Ledger Year End Daily	Fin Summary General Ledger Fin Grant Fin Profiles Fin Project Fin Data dictionary
Reason for Requested Access		

## C. AGENCY AUTHORIZATION SIGNATURES

I agree to protect my user ID and password from unauthorized use. All access under my user ID is my responsibility. All information I obtain with it shall be used only in the proper conduct of State business.

Requester's Signature	Date
The requester <b>must</b> obtain the Supervisor and Agency Security Administrator signatures as well as the required authorization signatures for the requested MIDB access indicated in Section B.	
Supervisor Signature	Date
MIDB Agency Security Administrator (ASA)	Date
Chief Financial Officer (CFO)	Date
Office of Financial Management (OFM)	Date

**Please keep this document confidential.**